

Records Management***Table of Contents***

I.	GENERAL	1.2.I-1
A.	Policy	1.2.I-1
B.	Applicability	1.2.I-1
C.	Responsibility	1.2.I-1
1.	<i>TRICARE Management Activity (TMA)</i>	1.2.I-1
2.	Contractors	1.2.I-1
D.	Definitions	1.2.I-2
E.	Availability and Accessibility of Records	1.2.I-3
F.	Establishing a Records Management Program	1.2.I-3
G.	E-Mail Recordkeeping Requirements	1.2.I-3
H.	Records Maintained by Contractors	1.2.I-4
II.	SUBJECT, DESCRIPTION, INDEXING, CATEGORY NUMBER, DISPOSITION AUTHORITY, AND STORAGE LOCATION OF GOVERNMENT RECORDS	1.2.II-1
A.	General	1.2.II-1
1.	Office General Management Files	1.2.II-1
2.	Record Locator Files	1.2.II-1
3.	Informational Records Files (Non-Record Material)	1.2.II-1
4.	Congressional Correspondence	1.2.II-2
5.	Recoupment Files	1.2.II-2
6.	Administrative Files	1.2.II-2
7.	Abortion Claim Files	1.2.II-3
8.	Adjusted Claims	1.2.II-3
9.	Beneficiary History and Deductible Files	1.2.II-3
10.	Preauthorization/Authorization Files	1.2.II-4
11.	TRICARE Contractor Claims Records	1.2.II-4
12.	Mental Health Case Files	1.2.II-4
13.	Provider File	1.2.II-5
14.	Reimbursement File Records	1.2.II-5
15.	Third Party Liability Case Records	1.2.II-5
16.	TRICARE Benefit Check Records	1.2.II-6
17.	<i>Explanation of Benefits Records (EOB)</i>	1.2.II-6
18.	Grievance Case Records	1.2.II-6
19.	Managed Care and Records of Case Management (Medical C are Authorization Files)	1.2.II-7
20.	Appeals and Hearings Case Records - TRICARE	1.2.II-7
21.	Contractor and Subcontractor Files	1.2.II-7
22.	Fraud and Abuse Files	1.2.II-8
23.	Health Care Service Record	1.2.II-8
24.	Enrollment Files	1.2.II-8
25.	Accounting Files	1.2.II-8
B.	Machine Readable Records	1.2.II-9
1.	Master Files	1.2.II-9
2.	Processing Files	1.2.II-9
3.	Documentation	1.2.II-9

Table of Contents

C.	Disposition Instructions	1.2.II-9
III.	MICROFILMING	1.2.III-1
A.	General	1.2.III-1
B.	Standards	1.2.III-1
C.	Procedures	1.2.III-2
IV.	DIGITAL-IMAGING AND OPTICAL DIGITAL DATA DISK STORAGE	1.2.IV-1
A.	General	1.2.IV-1
B.	Standards	1.2.IV-1
C.	Procedures	1.2.IV-2
D.	Transition	1.2.IV-3
E.	Legal Admissability	1.2.IV-3
V.	TRANSFERRING RECORDS (FEDERAL RECORDS CENTERS AND TRANSITIONS)	1.2.V-1
A.	Federal Records Centers	1.2.V-1
1.	FRC Relations	1.2.V-1
2.	Procedures for Transferring Records to FRC	1.2.V-2
3.	Retrieving Records	1.2.V-4
B.	Other Contractors	1.2.V-5
C.	Requesting Forms	1.2.V-6
VI.	DESTRUCTION OF RECORDS	1.2.VI-1
A.	Policy	1.2.VI-1
B.	Sale or Salvage of Records	1.2.VI-1
C.	On-Site Destruction	1.2.VI-1
Addendum A	Figures	1.2.A-1
Figure 1-2-A-1	Marking and Packing Instructions	1.2.A-1
Figure 1-2-A-2	Records Transmittal and Receipt, SF Form 135	1.2.A-2
Figure 1-2-A-3	Records Transmittal and Receipt (Continuation) - SF Form 135A	1.2.A-4
Figure 1-2-A-4	Reference Request - Federal Records Center, OF Form 11	1.2.A-5
Figure 1-2-A-5	Arrangement of Boxes on Pallets	1.2.A-6